

UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
141 CHURCH STREET
NEW HAVEN, CONNECTICUT 06510
(203) 773-2140

KEVIN F. ROWE
CLERK

VICTORIA C. MINOR
CHIEF DEPUTY CLERK

LORIA A. INFERRERA
DEPUTY IN CHARGE

INSTRUCTIONS TO EXPERTS AND ATTORNEYS REGARDING TRAVEL

1. **If, during the course of your representation, you must travel outside the jurisdiction for a period exceeding 24 hours, requiring an overnight stay and related costs, you must obtain advance approval from the presiding judge.** File a motion detailing the necessary dates of travel, the purpose, the destination, the need for room and board, and whether or not a rental car will be required.
2. **Advance approval is not required to travel to Wyatt Detention Center, or whenever the travel is less than a 24 hour period.**
3. **Once approved,** a travel authorization will be issued, allowing you to travel on the dates shown on the authorization, at government rates, super-saver fares or whichever fare is less to the designated destination on the travel authorization. You are not authorized to travel in any class other than coach.
4. If authorized in advance by the court, you may incur expenses for a rental vehicle, at government rates, for the travel dates authorized.
5. Your plane or train tickets will be billed directly to the United States Court and therefore, you should not make any claim for reimbursement for this expense.
6. Hotel, meal and rental car expense must be claimed on the CJA Voucher and documented with receipts. If you are an expert, the claim should be made on your CJA 21 form. If you are counsel, the claim should be made on your CJA 20 form.
7. You must attach receipts for all hotel and rental car expense, for any meal expense greater than \$25.00 and for any other expense greater than \$50.00.
8. When submitting your claim for payment, a copy of your airline or train receipt must be attached to the voucher, as documentation of the travel.
9. The federal per diem rates for the destination city should be used as a guide for what is considered reasonable. Please contact Victoria C. Minor, Chief Deputy Clerk, 141 Church Street, New Haven, Connecticut, 06510, telephone: (203) 773-2140, for the current per diem rates allowed.

Any questions or inquiries should be directed to Victoria C. Minor, Chief Deputy Clerk, or to Lori A. Inferrera, Deputy in Charge, prior to your travel dates.